Springshare Accessibility Conformance Report International Edition

(Based on VPAT® Version 2.4)

Name of Product/Version: LibGuides

Report Date: July 26, 2021

Product Description: Web application for creating, embedding, and publishing

content

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Notes:

Evaluation Methods Used: Knowledge of the product; SiteImprove, VoiceOver,

ChromeVox; Browser developer tools

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A (Yes)
	Level AA (Yes)

[&]quot;Voluntary Product Accessibility Template" and "VPAT" are registered service marks of the Information Technology Industry Council (ITI)

Standard/Guideline	Included In Report
	Level AAA (No)
Web Content Accessibility Guidelines 2.1	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)
Revised Section 508 standards published January 18, 2017 and corrected January 22,	(Yes)
<u>2018</u>	(163)
EN 301 549 Accessibility requirements suitable for public procurement of ICT	(Vos)
products and services in Europe, - V3.1.1 (2019-11)	(Yes)

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports**: The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- Partially Supports: Some functionality of the product does not meet the criterion.
- **Does Not Support**: The majority of product functionality does not meet the criterion.
- **Not Applicable**: The criterion is not relevant to the product.
- Not Evaluated: The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.x Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 Web, Sections 10.1-10.4 of Chapter 10 Non-Web documents, and Sections 11.1-11.4 and 11.8.2 of Chapter 11 Non-Web Software (open and closed functionality), and Sections 12.1.2 and 12.2.4 of Chapter 12 Documentation
- Revised Section 508: Chapter 5 501.1 Scope, 504.2 Content Creation or Editing, and Chapter 6 602.3 Electronic Support Documentation.

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the <a href="https://www.wcashedu.com/wcashed

Table 1: Success Criteria, Level A

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A) Also applies to: EN 301 549 Criteria 9.1.1.1 (Web) 10.1.1.1 (Non-web document) 11.1.1.1.1 (Open Functionality Software) 11.8.2 (Closed Functionality Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Supports	Electronic Docs, Authoring Tool: All images other than decorative images are accompanied by alternative text by default. All image inputs are accompanied by an alt text field to encourage web authors to include this info. Web: Images associated with Discussion Board do not have alt-text. We will aim to address this issue by early 2022.
1.2.1 Audio-only and Video-only (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria • 9.1.2.1 (Web) • 10.1.2.1 (Non-web document) • 11.1.2.1.1 (Open Functionality Software) • 11.8.2 (Authoring Tool)	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	Web, Electronic Docs, Authoring Tool: LibGuides doesn't contain audio- or video-only content.

Criteria	Conformance Level	Remarks and Explanations
1.2.2 Captions (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria 9.1.2.2 (Web) 10.1.2.2 (Non-web document) 11.1.2.2 (Open Functionality Software) 11.1.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	Web, Electronic Docs, Authoring Tool: LibGuides doesn't contain prerecorded media.
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria • 9.1.2.3 (Web) • 10.1.2.3 (Non-web document) • 11.1.2.3.1 (Open Functionality Software) • 11.1.2.3.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	Web, Electronic Docs, Authoring Tool: LibGuides, our help docs, and the authoring tool do not contain synchronized media
1.3.1 Info and Relationships (Level A) Also applies to: EN 301 549 Criteria • 9.1.3.1 (Web) • 10.1.3.1 (Non-web document)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Electronic Docs: Information is presented in a clearly labeled, logical page structure which can be understood by assistive devices.

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Criteria	Conformance Level	Remarks and Explanations
 11.1.3.1.1 (Open Functionality Software) 11.1.3.1.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 		Web: Although Heading/H1 is missing text in landing page by default, this is customizable and can be added with the 'Welcome Message' setting under Look & Feel -> Page Layout -> Homepage Layout. Labels are missing from the discussion board input fields. Authoring Tool: LibGuides uses the chosen plugin for select/dropdown fields which do not have appropriate labels fields/aria-label attribute. Various select/input type filter fields do not have associated labels. Navigational tabs has elements with duplicate Element ID values. HTML is used to format discussion board content table and also contains empty th elements. We will aim to address this issue by early 2022.
1.3.2 Meaningful Sequence (Level A) Also applies to: EN 301 549 Criteria 9.1.3.2 (Web) 10.1.3.2 (Non-web document) 11.1.3.2.1 (Open Functionality Software) 11.1.3.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: LibGuides contains clear heading and sub heading labels to assist users with reading content in proper sequence.
1.3.3 Sensory Characteristics (Level A) Also applies to: EN 301 549 Criteria • 9.1.3.3 (Web)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring tool: There are no instructive elements in LibGuides which rely solely on sensory characteristics. All elements are constructed

Criteria	Conformance Level	Remarks and Explanations
 10.1.3.3 (Non-web document) 11.1.3.3 (Open Functionality Software) 11.1.3.3 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 		with corresponding text based information that's visible to assistive devices.
1.4.1 Use of Color (Level A) Also applies to: EN 301 549 Criteria • 9.1.4.1 (Web) • 10.1.4.1 (Non-web document) • 11.1.4.1 (Open Functionality Software) • 11.1.4.1 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Supports	Web: Color is not generally used as a means of conveying information in LibGuides public web pages. An exception to this is the subject tag links associated with a profile as well as the profile picture name in the profiles sections (profile page included). On the default homepage, Subject Homepage and Subject Expert links are not as distinguishable against the light blue background. For the blog page, the "Comments" and Subject tag links' font size is smaller than 14px thus the blue link without any additional font styling in not as distinguishable against the white background. We will aim to address this issue by end of 2021. Electronic Docs: We don't use color to convey meaning in our help documentation. Authoring Tool: Color is not generally used as a means of conveying info in our authoring tool. An exception to this is the 'Powered by Springshare' in the footer

Criteria	Conformance Level	Remarks and Explanations
		section, which is identified only by color with no clear identifier (underline/bold). This will be addressed by the end of the 2021.
1.4.2 Audio Control (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.2 (Web)		Web, Authoring Tool: There are no audio portions of
• 10.1.4.2 (Non-web document)		the default LibGuides interface.
• 11.1.4.2 (Open Functionality Software)	Web: N/A	
• 11.1.4.2 (Closed Software)	Electronic Docs: Supports	
• 11.8.2 (Authoring Tool)	Authoring Tool: N/A	Electronic Docs: Our video documentation does not
• 12.1.2 (Product Docs)		include autoplaying videos/audio. All videos/prerecorded content can be
• 12.2.4 (Support Docs) Revised Section 508		paused/started/stopped at will.
• 501 (Web)(Software)		padsed/started/stopped at wiii.
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
2.1.1 Keyboard (Level A)		
Also applies to:		Web: Some help/info tooltips are not keyboard
EN 301 549 Criteria		accessible and rely on mouse hover. The tabs on the
• 9.2.1.1 (Web)		tabbed content boxes are navigable via tab key followed
• 10.2.1.1 (Non-web document)		by the enter key to access the content. We will be
• 11.2.1.1.1 (Open Functionality Software)	Web: Partially Supports	looking into replacing the tab key navigation with arrow
• 11.2.1.1.2 (Closed Software)	Electronic Docs: Supports	keys instead via following the example from
• 11.8.2 (Authoring Tool)	Authoring Tool: Partially	https://www.w3.org/TR/wai-aria-
• 12.1.2 (Product Docs)	Supports	practices/examples/tabs/tabs-2/tabs.html sometime
• 12.2.4 (Support Docs)		around spring of 2022. There is also redundancy when
Revised Section 508		keyboard navigating through a single gallery image with a link. The anchor tag wraps around the gallery image so
• 501 (Web)(Software)		the same associated links is on the actual image and the
504.2 (Authoring Tool)602.3 (Support Docs)		and same associated links is on the decadi image and the
• 002.3 (3upport Docs)		

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Criteria	Conformance Level	Remarks and Explanations
		link right below the image. We will work on remedying this around the second quarter of 2022. Electronic Docs: Our electronic documents also fully support keyboard navigation. Authoring Tool: Help/info tooltips are not keyboard accessible and rely on mouse hover. The page/box reorder functionality is not keyboard accessible. We will work on remedying this around the second quarter of 2022.
2.1.2 No Keyboard Trap (Level A) Also applies to: EN 301 549 Criteria 9.2.1.2 (Web) 10.2.1.2 (Non-web document) 11.2.1.2 (Open Functionality Software) 11.2.1.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: All functional elements have been tested to ensure there are no keyboard traps, especially in elements like selector menus and modal windows.
2.1.4 Character Key Shortcuts (Level A 2.1 only) Also applies to: EN 301 549 Criteria 9.2.1.4 (Web) 10.2.1.4 (Non-web document) 11.2.1.4.1 (Open Functionality Software) 11.2.1.4.2 (Closed Software) 11.8.2 (Authoring Tool)	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	Web, Electronic Docs, Authoring Tool: LibGuides does not include character key shortcuts beyond standard browser functionality/shortcuts.

Criteria	Conformance Level	Remarks and Explanations
 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 		
2.2.1 Timing Adjustable (Level A) Also applies to: EN 301 549 Criteria 9.2.2.1 (Web) 10.2.2.1 (Non-web document) 11.2.2.1 (Open Functionality Software) 11.2.2.1 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	Web, Electronic Docs, Authoring Tool: LibGuides does not include timed elements in our help docs or in the authoring tool.
2.2.2 Pause, Stop, Hide (Level A) Also applies to: EN 301 549 Criteria 9.2.2.2 (Web) 10.2.2.2 (Non-web document) 11.2.2.2 (Open Functionality Software) 11.2.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: N/A Electronic Docs: Supports Authoring Tool: N/A	Web, Authoring Tool: LibGuides does not contain native video/audio. Electronic Docs: Our recorded documentation can be paused, stopped, and hidden at will.
2.3.1 Three Flashes or Below Threshold (Level A) Also applies to:	Web: Supports Electronic Docs: Supports	Web, Electronic Docs, Authoring Tool: LibGuides does not contain elements that flash.

Criteria	Conformance Level	Remarks and Explanations
EN 301 549 Criteria 9.2.3.1 (Web) 10.2.3.1 (Non-web document) 11.2.3.1 (Open Functionality Software) 11.2.3.1 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Authoring Tool: Supports	
2.4.1 Bypass Blocks (Level A) Also applies to: EN 301 549 Criteria • 9.2.4.1 (Web) • 10.2.4.1 (Non-web document) – Does not apply • 11.2.4.1 (Open Functionality Software) – Does not apply • 11.2.4.1 (Closed Software) – Does not apply • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs	Web: Supports Electronic Docs: Supports Authoring Tool: Does not Support	Web, Electronic Docs: Our web interface contains a skip to main content link to help users bypass repeated page navigation menus. Authoring Tool: We don't currently have a way to skip the navigation bar of the authoring tool. We will work on remedying this by the first quarter of 2022.
2.4.2 Page Titled (Level A) Also applies to: EN 301 549 Criteria 9.2.4.2 (Web) 10.2.4.2 (Non-web document) 11.2.4.2 (Open Functionality Software) - Does not apply 11.2.4.2 (Closed Software) - Does not apply	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: All pages have meaningful page titles.

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Criteria	Conformance Level	Remarks and Explanations
 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 31.4.3 Focus Order (Level A) Also applies to: EN 301 549 Criteria 9.2.4.3 (Web) 10.2.4.3 (Non-web document) 11.2.4.3 (Open Functionality Software) 11.2.4.3 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: Content is presented in a meaningful sequential way using appropriate html headers. Authoring Tool: When the modal is dismissed, focus is reset to the document. The user must tab from the beginning of navigation sequence to reach the point which the modal was opened. We will be looking into maintain focus during the first quarter of 2022.
Also applies to: EN 301 549 Criteria 9.2.4.4 (Web) 10.2.4.4 (Non-web document) 11.2.4.4 (Open Functionality Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) Revised Section 508 501 (Web)(Software)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: The purpose of links presented in LibGuides can generally be determined from the link text alone. When images are used (as in the case of font awesome icons), we include accessible text so their purpose can be understood. Web: The same link text for 'Comments' is used on multiple blog entries on the blog page. These links should still be distinguishable due to the associated Comments link being right below each unique blog post

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Criteria	Conformance Level	Remarks and Explanations
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
2.5.1 Pointer Gestures (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.5.1 (Web)		
 10.2.5.1 (Non-web document) 	Web: N/A	Web, Electronic Docs, Authoring Tool: There are no
 11.2.5.1 (Open Functionality Software) 	Electronic Docs: N/A	multi-point or path-based gestures.
• 11.2.5.1 (Closed Software)	Authoring Tool: N/A	
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
2.5.2 Pointer Cancellation (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.5.2 (Web)		
 10.2.5.2 (Non-web document) 		Web Electronic Deep Anthonius Teel, There are no
 11.2.5.2 (Open Functionality Software) 		Web, Electronic Docs, Authoring Tool: There are no multi-point or path-based gestures.
• 11.2.5.2 (Closed Software)		multi-point of patif-based gestures.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
2.5.3 Label in Name (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.5.3 (Web)	Web: Supports	Web, Electronic Docs, Authoring Tool: Label names
• 10.2.5.3 (Non-web document)	Electronic Docs: Supports	contain the same text that is presented visually.
• 11.2.5.3.1 (Open Functionality Software)	Authoring Tool: Supports	contain the same text that is presented visually.
• 11.2.5.3.2 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		

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Criteria	Conformance Level	Remarks and Explanations
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
2.5.4 Motion Actuation (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.5.4 (Web)		
 10.2.5.4 (Non-web document) 	Web: N/A	Web, Electronic Docs, Authoring Tool: LibGuides
 11.2.5.4 (Open Functionality Software) 	Electronic Docs: N/A	does not contain functionality that relies on device
• 11.2.5.4 (Closed Software)	Authoring Tool: N/A	motion.
 11.8.2 (Authoring Tool) 		
• 12.1.2 (Product Docs)		
 12.2.4 (Support Docs) 		
Revised Section 508 – Does not apply		
3.1.1 Language of Page (Level A)		
Also applies to:		Web, Electronic Docs, Authoring Tool: The default language of each page is declared in the appropriate htt lang attribute. An exception to this is the 'Page not found' page but users should not be able to access this via page navigation.
EN 301 549 Criteria		
• 9.3.1.1 (Web)		
 10.3.1.1 (Non-web document) 	Web: Supports Electronic Docs: Supports	
 11.3.1.1.1 (Open Functionality Software) 		
 11.3.1.1.2 (Closed Software) 		
 11.8.2 (Authoring Tool) 		
• 12.1.2 (Product Docs)	Authoring Tool: Supports	
 12.2.4 (Support Docs) 		
Revised Section 508		
 501 (Web)(Software) 		
 504.2 (Authoring Tool) 		
• 602.3 (Support Docs)		
3.2.1 On Focus (Level A)	İ	
Also applies to:		
EN 301 549 Criteria	Web: Supports	Web, Electronic Docs, Authoring Tool: There are no
• 9.3.2.1 (Web)	Electronic Docs: Supports	elements that change context on focus in LibGuides.
• 10.3.2.1 (Non-web document)	Authoring Tool: Supports	
• 11.3.2.1 (Open Functionality Software)		

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Criteria	Conformance Level	Remarks and Explanations
 11.3.2.1 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 3.2.2 On Input (Level A) Also applies to: EN 301 549 Criteria 9.3.2.2 (Web) 10.3.2.2 (Non-web document) 11.3.2.2 (Open Functionality Software) 11.3.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Supports Authoring Tool: Partially supports	Web, Electronic Docs: Form elements that can trigger a change of context (like submit buttons) have values which clearly describe the action/change. An exception to this is the WYGIWYS CKEditor Text Editor we use for blog post commenting. Authoring Tool: Some forms do not have input/buttons with role='submit' such as the forms in System Settings. We will aim to remedy this by end of 2021.
3.3.1 Error Identification (Level A) Also applies to: EN 301 549 Criteria 9.3.3.1 (Web) 10.3.3.1 (Non-web document) 11.3.3.1.1 (Open Functionality Software) 11.3.3.1.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web: Errors in form submissions are described to the user on screen in text beneath the relevant fields. An exception is when user enters in an invalid email for email 'Subscribe' the error is displayed without role='alert'. The error also disappears after a few seconds. The subscribe email field is also not highlighted or focused in anyway (no red outline). This is also the same with password protected guides (password field validation). We are working on updating how error messages are displayed on form validation.

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Criteria	Conformance Level	Remarks and Explanations
501 (Web)(Software)504.2 (Authoring Tool)602.3 (Support Docs)		Authoring Tool: Errors in form submissions are generally described to the user in text.
3.3.2 Labels or Instructions (Level A) Also applies to: EN 301 549 Criteria 9.3.3.2 (Web) 10.3.3.2 (Non-web document) 11.3.3.2 (Open Functionality Software) 11.3.3.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web: The pagination buttons for search results do not have appropriate aria-labels. We will aim to remedy this by the first quarter of 2022. Authoring Tool: LibGuides uses the chosen plugin for select/dropdown fields which do not have appropriate labels fields/aria-label attribute. Various select/input type filter fields do not have associated labels. We will aim to remedy this by the first quarter of 2022.
4.1.1 Parsing (Level A) Also applies to: EN 301 549 Criteria • 9.4.1.1 (Web) • 10.4.1.1 (Non-web document) • 11.4.1.1.1 (Open Functionality Software) • 11.4.1.1.2 (Closed Software) – Does not apply • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: All page elements have complete start/end tags, elements are nested appropriately, pages do not contain duplicate attributes and all IDs are unique. Authoring Tool: Navigational tabs have elements with duplicate Element ID values. Guide editing page has elements with duplicate ID values. These issues will be addressed by end of 2021.

Criteria	Conformance Level	Remarks and Explanations
4.1.2 Name, Role, Value (Level A) Also applies to: EN 301 549 Criteria 9.4.1.2 (Web) 10.4.1.2 (Non-web document) 11.4.1.2.1 (Open Functionality Software) 11.4.1.2.2 (Closed Software) – Not required 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: In cases where we have created our own, non-native HTML elements, the name and role of those elements can be programmatically determined as described in the guidelines. Widget iframes do not have titles. The expand/collapse all 'links' for E-Reserves folders serve as button functions even though they are anchor tags (we will need to update DOM type to button or add role='button'). We will aim to remedy this by first quarter of 2022. Authoring Tool: LibGuides uses the chosen plugin for select/dropdown fields which do not have appropriate labels fields/aria-label attribute. Various select/input type filter fields do not have associated labels. Widget iframes do not have titles. We will aim to remedy this by first quarter of 2022.

Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA) Also applies to: EN 301 549 Criteria 9.1.2.4 (Web) 10.1.2.4 (Non-web document) 11.1.2.4 (Open Functionality Software) 11.1.2.4 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs)	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	Web: LibGuides does not natively contain videos or support video uploads. Video content can be embedded from 3rd party sites, but captioning is governed by the 3rd party site. Electronic Docs: We provide captions for our shorter documentation videos but we do not provide concomitant closed captioning for our live webinar sessions. Authoring Tool: Product does not contain video.

Criteria	Conformance Level	Remarks and Explanations
Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)		
Also applies to: EN 301 549 Criteria • 9.1.2.5 (Web) • 10.1.2.5 (Non-web document) • 11.1.2.5 (Open Functionality Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	Web, Electronic Docs, Authoring Tool: LibGuides does not contain prerecorded video/synchronized media.
Also applies to: EN 301 549 Criteria 9.1.3.4 (Web) 10.1.3.4 (Non-web document) 11.1.3.4 (Open Functionality Software) 11.1.3.4 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) Revised Section 508 – Does not apply	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: LibGuides does not restrict users to viewing content in portrait or landscape mode, and functions in either view.
L.3.5 Identify Input Purpose (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.1.3.5 (Web)	Web: Supports Electronic Docs: Support Authoring Tool: Does Not Support	Web, Electronic Docs: All input fields have proper identifiers as needed.

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Criteria	Conformance Level	Remarks and Explanations
 10.1.3.5 (Non-web document) 11.1.3.5.1 (Open Functionality Software) 11.1.3.5.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 		Web, Authoring Tool: When adding new account, the email field is missing the type='email' identifier. We are aiming to address this issue by the end of 2021.
1.4.3 Contrast (Minimum) (Level AA) Also applies to: EN 301 549 Criteria 9.1.4.3 (Web) 10.1.4.3 (Non-web document) 11.1.4.3 (Open Functionality Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web: It is possible to customize all CSS in the LibGuides public interface, so care needs to be exercised by site customizers to remain in conformance. Without any css customization, discussion and blog post have the 'Posted By' text slightly below the 4.5:1 ratio. The bubble count indicating number of profiles available in the profile page has a color ratio slightly below 4.5: 1. The guide content box title has a color ratio below 4.5:1 ratio. We will aim to address this by first quarter of 2022. Authoring Tool: There are some default buttons with css defined from bootstrap that do not have the proper 4.5:1 ratio. We will aim to address this issue by early 2022.
1.4.4 Resize text (Level AA) Also applies to: EN 301 549 Criteria • 9.1.4.4 (Web) • 10.1.4.4 (Non-web document) • 11.1.4.4.1 (Open Functionality Software) • 11.1.4.4.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508	Web: Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: Text can be resized without assistive technology without loss of content/function. Authoring Tool: The Page/Box reorder modal is not accessible once the zoom is set to 200%. There is no way to exit out of the modal unless you refresh the page. We will aim to address this issue by early 2022.

Criteria	Conformance Level	Remarks and Explanations
501 (Web)(Software)504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
1.4.5 Images of Text (Level AA) Also applies to: EN 301 549 Criteria 9.1.4.5 (Web) 10.1.4.5 (Non-web document) 11.1.4.5.1 (Open Functionality Software) 11.1.4.5.2 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web: LibGuides does not utilize images of text. It's possible to upload a custom banner image which could include text as part of a logo – this is customizable and also includes accompanying descriptive text. Electronic Docs: Our help docs will sometimes include screenshots which include text to label screenshot elements; these are always accompanied by text information within the same page. Authoring Tool: We don't use images of text in the authoring tool.
 504.2 (Authoring Tool) 602.3 (Support Docs) 1.4.10 Reflow (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.10 (Web) 10.1.4.10 (Non-web document) 11.1.4.10 (Open Functionality Software) 11.1.4.10 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) Revised Section 508 – Does not apply 	Web: Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: The LibGuides interface is fully responsive & meets this criteria. Authoring Tools: The modal interface that is displayed when adding new assets to guide is cut off based on screen size. We are working on making the modals more responsive by the first quarter of 2022.
1.4.11 Non-text Contrast (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.1.4.11 (Web) • 10.1.4.11 (Non-web document)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web : User interface components and graphical objects meet this contrast ratio requirement. It's possible to customize all CSS elements in the public interface and care should be taken to remain in compliance.

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Criteria	Conformance Level	Remarks and Explanations
 11.1.4.11 (Open Functionality Software) 11.1.4.11 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 		Electronic Docs, Authoring Tool: Elements in our documentation and authoring tool meet this contrast requirement.
1.4.12 Text Spacing (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.12 (Web) 10.1.4.12 (Non-web document) 11.1.4.12 (Open Functionality Software) 11.1.4.12 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) Revised Section 508 – Does not apply	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs: LibGuides text spacing conforms to these requirements. It's possible to customize all CSS elements in the public interface and care should be taken to remain in compliance.
1.4.13 Content on Hover or Focus (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.1.4.13 (Web) • 10.1.4.13 (Non-web document) • 11.1.4.13 (Open Functionality Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Web: Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: The public side of LibGuides generally doesn't contain content that appears on hover/focus. An exception is if the user customizes the A-Z Database and books assets to have the descriptions appear on title hover. Authoring Tool: Our authoring tool include help information that displays when hovering over a dedicated help icon; we are working on improving their behavior for users with assistive devices. We are aiming to update the help tool tip behavior by the first quarter of 2022.
2.4.5 Multiple Ways (Level AA) Also applies to:	Web: Supports Electronic Docs: Supports	Web, Electronic Docs, Authoring Tool: It's possible to access LibGuides public and administrative pages and

Criteria	Conformance Level	Remarks and Explanations
 EN 301 549 Criteria 9.2.4.5 (Web) 10.2.4.5 (Non-web document) – Does not apply 11.2.4.5 (Open Functionality Software) – Does not apply 11.2.4.5 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) – Does not apply to non-web software 504.2 (Authoring Tool) 	Authoring Tool: Supports	content in multiple ways, including providing links to navigate to related web pages via breadcrumbs and other related content, providing a full search function, and linking to many pages on the site from the homepage.
• 602.3 (Support Docs) – Does not apply to non-web docs 2.4.6 Headings and Labels (Level AA)		1
Also applies to: EN 301 549 Criteria • 9.2.4.6 (Web) • 10.2.4.6 (Non-web document) • 11.2.4.6 (Open Functionality Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: Headings and labels describe the topic/purpose of each page/piece of content within the page.
2.4.7 Focus Visible (Level AA) Also applies to: EN 301 549 Criteria 9.2.4.7 (Web) 10.2.4.7 (Non-web document) 11.2.4.7 (Open Functionality Software) 11.2.4.7 (Closed Software)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web: All interface elements have a component that's highlighted by the user agent when they receive focus. Authoring Tool: All focusable items have visible outlines or changes in styling. An exception is the charts used in statistics but we are planning to remove charts for exportable statistics by the end of 2021.

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Criteria	Conformance Level	Remarks and Explanations
 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 3.1.2 Language of Parts (Level AA) Also applies to: EN 301 549 Criteria 9.3.1.2 (Web) 10.3.1.2 (Non-web document) 11.3.1.2 (Open Functionality Software) – Does not apply 11.3.1.2 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web: We use the html language attribute to declare the language of each full page. If the language of content changes within the page, content creators can specify these language changes using xml language attributes. This generally does not happen, ie pages do not tend to contain more than one language. Electronic Docs, Authoring Tool: We use the html language attribute to declare the language of each full page. And exception to this is the 'Page not found' page which the user should not be able access via page navigation.
Also applies to: EN 301 549 Criteria 9.3.2.3 (Web) 10.3.2.3 (Non-web document) – Does not apply 11.3.2.3 (Open Functionality Software) – Does not apply 11.3.2.3 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) – Does not apply to non-web software	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: Navigational mechanisms that repeat are always presented in the same relative order.

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Criteria	Conformance Level	Remarks and Explanations
• 504.2 (Authoring Tool)		
602.3 (Support Docs) – Does not apply to non-web docs		
3.2.4 Consistent Identification (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.2.4 (Web)		
 10.3.2.4 (Non-web document) – Does not apply 		
• 11.3.2.4 (Open Functionality Software) – Does not apply	Web: Supports	Web, Electronic Docs, Authoring Tool: Items such as
• 11.3.2.4 (Closed Software) – Does not apply	Electronic Docs: Supports	page breadcrumbs and navigational elements that repeat
• 11.8.2 (Authoring Tool)	Authoring Tool: Supports	on multiple pages are consistently labeled/named
• 12.1.2 (Product Docs)	S of the state of	throughout the public LibGuides interface.
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software) – Does not apply to non-web software		
• 504.2 (Authoring Tool)		
602.3 (Support Docs) – Does not apply to non-web docs		
3.3.3 Error Suggestion (Level AA)		Web: Errors in form submissions are described to the
Also applies to:		user on screen in text beneath the relevant fields. An exception is when user enters in an invalid email for email 'Subscribe' the error is displayed without role='alert'. The error also disappears after a few seconds. The subscribe email field is also not highlighte or focused in anyway (no red outline). This is also the same with password protected guides (password field validation). We are working on updating how error
EN 301 549 Criteria		
• 9.3.3.3 (Web)		
• 10.3.3.3 (Non-web document)		
• 11.3.3.3 (Open Functionality Software)	Web: Partially Supports	
• 11.3.3.3 (Closed Software)	Electronic Docs: Supports	
• 11.8.2 (Authoring Tool)	Authoring Tool: Supports	
• 12.1.2 (Product Docs)		messages are displayed on form validation.
• 12.2.4 (Support Docs)		
Revised Section 508		Authoring Tool: Errors in form submissions are
501 (Web)(Software)504.2 (Authoring Tool)		generally described to the user in text.
• 602.3 (Support Docs)		
	10/ab. 01/0	Web Floatusais Dags Authorities Teal Lib Colin Land
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA) Also applies to:	Web: N/A Electronic Docs: N/A	Web, Electronic Docs, Authoring Tool: LibGuides does not handle legal or financial data.
Also applies to.	Electronic Docs: N/A	not nancie legal of ilitalicial data.

Criteria	Conformance Level	Remarks and Explanations
EN 301 549 Criteria 9.3.3.4 (Web) 10.3.3.4 (Non-web document) 11.3.3.4 (Open Functionality Software) 11.3.3.4 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Authoring Tool: N/A	
4.1.3 Status Messages (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.4.1.3 (Web) • 10.4.1.3 (Non-web document) • 11.4.1.3 (Open Functionality Software) • 11.4.1.3 (Closed Software) – Does not apply • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs, Authoring Tool: Status messages are returned to the user to let them know if successful form transaction has been made. However, these status messages lack the appropriate roles (role='status'). We're also using the jQuery Notify function to generate status message on the Authoring Tool side. We will work on remedying this by the first quarter of 2022.

Chapter 3: <u>Functional Performance Criteria</u> (FPC)

Criteria	Conformance Level	Remarks and Explanations
		We have tested all elements of the
302.1 Without Vision	Partially Supports	LibGuides interface using VoiceOver, and
		regularly test LibGuides using Tota11y,

Criteria	Conformance Level	Remarks and Explanations
		SiteImprove, and WAVE. Page content is structured in a meaningful hierarchy and can be navigated and understood using a keyboard and/or screenreader, and we strive to make sure all development is executed in a way that's meaningful and clearly understandable to users without vision. We are currently in the process of expanding our use of name and role elements to reach full conformance for users without vision.
302.2 With Limited Vision	Supports	LibGuides can be used with limited vision
302.3 Without Perception of Color	Partially Supports	LibGuides generally does not rely on color to convey meaning. An exception is the default 'Powered by Springshare' link on the footer and the Blog links, where the links are only identifiable by the use of color.
302.4 Without Hearing	Supports	LibGuides does not contain audio/video elements by default (though this content can be embedded from 3rd party sites into LibGuides).
302.5 With Limited Hearing	Supports	LibGuides does not contain audio/video elements by default (though this content can be embedded from 3rd party sites into LibGuides).
302.6 Without Speech	Supports	LibGuides does not require speech to function.
302.7 With Limited Manipulation	Supports	LibGuides is usable by people with limited manipulation, and all page elements are reachable using the keyboard. An exception is the help tooltip icons on the

Criteria	Conformance Level	Remarks and Explanations
		authoring side. We are currently
		evaluating the help tooltips in order to
		make them more accessible friendly.
302.8 With Limited Reach and Strength	Supports	
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	

Chapter 6: Support Documentation and Services

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and Compatibility Features	Supports	The documentation for LibGuides lists and explains the compatibility features of the product.
602.3 Electronic Support Documentation	See WCAG 2.x section	See information in WCAG 2.x section
602.4 Alternate Formats for Non-Electronic Support Documentation	Not Applicable	All necessary documentation for LibGuides is provided electronically.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Supports	Our support team can answer questions about the accessibility of LibGuides through our support channels.
603.3 Accommodation of Communication Needs	Supports	Our support team can answer questions about the accessibility of LibGuides through our support channels.

Table 3: Success Criteria, Level AAA

Notes: LibGuides has not been tested to level AAA.

Revised Section 508 Report

Notes: These guidelines are addressed in Tables 1 and 2, Chapters 3 and 6.

EN 301 549 Report

Notes: These guidelines are addressed in Tables 1 and 2, Chapters 3 and 6.

Legal Disclaimer (Company)

Include your company legal disclaimer here, if needed.